

CIVILIAN BACKGROUND INVESTIGATOR

DEFINITION

To conduct and compile background investigations for candidates under consideration for hire within the police department and assist in other related administrative support duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Conduct and complete background investigations on new department personnel and volunteers.

Investigate and verify facts; interview applicants, neighbors, employers, co-workers during investigation; obtain necessary documentation from law enforcement agencies and other facts pertaining to background investigation.

Collect and verify information by letter, telephone or personal contact, schedule interviews and exams, compose correspondence and reports.

Checks criminal history backgrounds using a variety of law enforcement related computer software.

Keep current on employment and background laws applying to civilian and sworn positions.

Maintain background records on employees and applicants.

Prepare reports; summarize facts in narratives form for review by command staff hiring decision; complete disqualification reports for terminating a background investigation.

Coordinate necessary oral board panels for interviews; conduct initial interviews and hiring authority interviews.

Initiate ordering personnel when hiring request (PERS 122) is authorized by the Chief of Police; liaison for Human Resources for personnel requests, risk management, medical information, etc; assist Human Resources with testing when needed (proctoring, interview panels).

Network with other agencies to maintain effective work relationships with other agencies for processing information requests.

Assist other agencies with reviewing background, training, Human Resources, internal affairs files.

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Assist recruitment efforts as needed; compile statistics for Command Staff on hiring, backgrounds completed, etc., and special projects as needed.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Confidentiality laws and issues such as confidentiality of personnel records, requests for information on candidates from other departments, the public, or the media.

Rationales for confidentiality sufficient to ensure the integrity and personal privacy of candidate background investigation files and all information contained therein.

Principles and practices of confidentiality sufficient to recognize actions that may comprise the integrity of investigation or investigation file documents.

Applicable laws, codes, ordinances and regulations.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment.

Ability to:

Simultaneously consider numerous facts, perceive patterns and relationships, and develop theories about past occurrences based on numerous small bits of information or evidence.

Recognize and examine discrepancies and draw logical conclusions.

Manage time sufficient to prioritize and combine investigation to ensure timely completion.

Prepare clear and concise written reports; present findings in a succinct understandable format, both verbally and in writing.

Utilize appropriate investigative techniques to capture an accurate image of the candidate's background.

Observe body language when interviewing individuals looking for signs of truthfulness and credibility.

Conduct interviews in a manner that places people at ease and encourages cooperation.

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Rephrase and clarify questions, and follow-up on unanswered questions or conflicting statement.

Communicate effectively with people of various educational and socio-economic backgrounds.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two year of responsible investigative and/or law enforcement related experience.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in criminal justice administration, public administration, psychology or a related field.

License or Certificate

Possession of a valid California Driver's License.

PHYSICAL DEMANDS

On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning files; perform simple grasping and fine manipulation; use telephone and use a keyboard to communicate through written means, review information and enter/retrieve data; see and read characters on computer screen; and lift light weight.

WORKING ENVIRONMENT

Work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices, meeting, or performing field inspections. Work is frequently disrupted by the need to respond to in-person and telephone inquiries. Expected to work a flexible schedule that includes evenings and weekends.

5/04